

Employee Loan Administration Procedures from 403 (b) Voluntary Retirement Plan

1. The employee must have a Group Supplemental Annuity, 403 (b), in place before applying for a loan.
2. The employee must contact TIAA-CREF at 1-800-842-2776 to request a loan.
3. TIAA-CREF will verify if the employee is eligible for a loan based upon outstanding loan balance and account fund availability.
4. After availability verification, TIAA-CREF will provide the employee with a loan application.
5. The employee must complete the loan application and have a designated person in the Benefits Office sign off on the application.
6. The employee then submits the application to TIAA-CREF.